


How to print summary in Indeed

1. Login to your account
2. Click on the jobs link on left side



3. Click "All jobs"
4. Click on the job you want the summary for (eg. the job title is a link)

 Carpenter VIC
Posted: 22 August 2024

 0
Active

 0
Awaiting

5. Reject all candidates not suitable for the role
6. Print the screen (in Chrome and Edge this can be done by clicking the three dots in the top right of the screen) or take a screenshot showing all information on the page (a sample of what it should look like is attached)